

Inspection

CIVIL AIR PATROL INSPECTION PROGRAM

CAPR 123-3, 1 March 1998, is supplemented as follows:

12. (Added) CAWG Inspection Program:

a. Purpose. The CAWG internal inspection program is established to assist the wing commander to evaluate the management and mission capability of subordinate units.

b. Inspection frequency and scheduling:

(1) CAWG/IG shall inspect each group headquarters at least once every 24 months.

(2) CAWG/IG shall publish a list of the groups to be inspected during the current calendar year by 31 January. Copies of the inspection schedule shall be forwarded to the appropriate units.

(3) Group commanders may request additional inspections through coordination with CAWG/IG

(4) Group commanders shall inspect each subordinate unit at least every 24 months.

(5) Unit commanders may conduct self assessments to identify deficiencies and enhance mission accomplishment. Such assessments are recommended within 60 days of appointment and annually thereafter.

c. Notification of inspection. Groups to be inspected will be notified in writing by the CAWG/IG approximately 45 days in advance of the inspection date. The notice shall include:

(1) Estimated date of arrival and duration.

(2) Purpose and scope.

(3) Additional information that will enable the commander to prepare for the inspection.

(4) Special requirements or requests.

d. CAWG Inspection Guide/Checklist. Attachments 1 through 20 of this Supplement are the inspection guides/checklists that will be

used by CAWG/IG and other members of the inspection team. The checklists also may be used where appropriate at the group and squadron level for conducting unit inspections and self-assessments. The attachments include:

(1) Atch 1—Inspection Guide/Checklist instructions.

(2) Atch 2—Inspection score sheet.

The Inspection Guide/Checklist is divided by functional areas into individual attachments. The attachments are as follows:

(3) Atch 3—Command

(4) Atch 4—Administration

(5) Atch 5—Aerospace Education

(6) Atch 6—Cadet Programs

(7) Atch 7—Chaplain

(8) Atch 8—Communications

(9) Atch 9—Emergency Services

(10) Atch 10—Finance

(11) Atch 11—Inspection

(12) Atch 12—Operations

(13) Atch 13—Personnel

(14) Atch 14—Public Affairs

(15) Atch 15—Safety

(16) Atch 16—Senior Programs

(17) Atch 17—Logistics

(18) Atch 18—Maintenance

(19) Atch 19—Supply

(20) Atch 20—Transportation

e. Inspection reports. CAWG/IG will provide a written report of all unit inspections within 30 days following completion of the inspection. This report will contain all findings, conclusions and recommendations of the inspection team. Copies of the report will be provided to the group commander and commander of the inspected unit (if subordinate

to a group).

f. Open items. The CAWG/IG and the commander of the inspected unit will discuss items that require further documentation, immediate action or further review at the conclusion of the inspection. Such items will be

considered “open” until resolved by the unit commander. Any open item not resolved within 60 days of the conclusion of the inspection shall be documented in the final inspection report and referred to the appropriate command level (group or wing) for further action.

OFFICIAL

LARRY F. MYRICK
Colonel, CAP
Commander

JAMES L. CRUM
Lt Col, CAP
Director of Administration

Attachments:

1. Inspection Guide/Checklist Instructions
2. Inspection Score Sheet
3. Command
4. Administration
5. Aerospace Education
6. Cadet Programs
7. Chaplain
8. Communications
9. Emergency Services
10. Finance
11. Inspection
12. Operations
13. Personnel
14. Public Affairs
15. Safety
16. Senior Programs
17. Logistics
18. Maintenance
19. Supply
20. Transportation

SUMMARY OF CHANGES:

Revised address in header, date in header/footer and signature block. Incorporated Policy Letter #3 regarding CAWG Commander's School. Changed Senior Programs title to Professional Development. Deleted CAPF2a for use in Logistics staff assignments, and reference to obsolete CAWGF56 for Supply Officer transfer of responsibility. Changed references to CAPM 67-1 to read CAPR 67-1. Revised time reporting for corporate aircraft to monthly frequency.

Inspection Guide/Checklist Instructions

a. The CAWG Inspection Guide/Checklist, Attachments 3 through 20, is a comprehensive questionnaire pertaining to each major staff function identified by CAPM 20-1 Part II. It is designed to assist in conducting wing internal inspections and unit self-assessment.

b. The overall rating of the unit and each functional area will be in accordance with the provisions of CAPR 123-3 Paragraph 6.

c. Each performance level set forth in CAPR 123-3 Paragraph 6 has been assigned a percentage range for the purpose of quantifying the rating. The performance levels and rating ranges are as follows:

Outstanding	96-100%
Excellent	91-95%
Satisfactory	76-90%
Marginal	66-75%
Unsatisfactory	0-65%

d. Each functional area will be rated individually. That rating, along with the ratings of all other functional areas, will be used to determine the overall rating of the inspection.

e. Each question will be marked either YES or NO after the inspector has verified the accuracy of the answer.

f. If a question is "Not Applicable" to the unit being inspected, it should be marked "N/A" in the "YES" column and treated as a "YES" answer. The reason the question is marked N/A must be fully explained in the "Remarks" column of the checklist or on a separate sheet of paper attached to the Inspection Guide/Checklist by the inspector.

g. The Inspection Guide/Checklists for *Inspection* (Atch 11), *Maintenance* (Atch 13) *Transportation* (Atch 20) and *Operations* (Atch 14) may not apply to all units being inspected. Other checklists also may not apply, depending on the organization requirements of the unit being inspected.

(1) *Inspection* does not apply to units below the group level.

(2) *Maintenance* and *Transportation* will not apply to units which do not have corporate-owned aircraft or vehicles assigned.

(3) *Operations* will not apply to units that have no assigned pilots.

(4) When conditions in paragraphs (1) through (3) above occur, the *Inspection*,

Maintenance, and *Transportation* and *Operations* Inspection Guide/Checklists will be clearly marked "Not Applicable" by the inspector.

h. When the inspection of a functional area is completed, the inspector shall add and record the total number of YES and NO answers in the spaces provided at the end of each Inspection Guide/Checklist. The inspector shall then give the Inspection Guide/Checklist and any written comments to the inspection team leader.

i. The individual ratings of each functional area and the overall rating of the unit will be determined by the inspection team leader as follows:

(1) The number of YES answers for each functional area should be entered on the appropriate line of the *Inspection Rating Sheet* (Atch 2).

(2) Divide the number of YES answers for a function by the total number of questions shown for the function in Atch 2 to determine the rating percentage.

(3) For the checklists that are not used (*Inspection*, *Maintenance*, *Transportation* and/or *Operations*) enter the letters "N/A" in both the "YES" column and the inspection rating percentage column of the *Inspection Rating Sheet* (Atch 2).

(4) Divide the total number of YES answers for all functions inspected by the total number of questions for those functions shown below to determine the overall rating percentage for the inspection.

(5) Enter the performance level determined by the overall rating percentage as shown in Para. c. above.

Inspection Rating Sheet

Unit Inspected: _____					
Inspection Date: _____					
Functional Area	Total Questions	Total "YES"		Rating Percentage	
Command	96				
Administration	40				
Aerospace Education	31				
Cadet Programs	48				
Chaplain	24				
Communications	27				
Emergency Services	31				
Finance	33				
Inspection (GP only)	25				
Operations	46				
Personnel	44				
Public Affairs	24				
Safety	46				
Senior Programs	39				
Logistics	22				
Maintenance	33				
Supply	52				
Transportation	30				
TOTAL:				Overall Rating %:	
				Performance Level:	

Inspection Rating Sheet

Unit Inspected: _____ Inspection Date: _____

FINDINGS: (Summarize comments/remarks from Inspection Guide/Checklists and all items considered outstanding or less than satisfactory)

Inspection Rating Sheet

FINDINGS: (Continued from previous page)

Inspection Team Leader: _____

Signature: _____ Date: _____

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit commander been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment held by the commander at the group or subordinate level that of commander of this unit? (Management item)			
d.	Is the commander familiar with the CAP Constitution, Bylaws, and all policy matters (National, region, wing and group) affecting his/her command? (Part III)			
e.	Has the commander completed Level I/CPPT training and enrolled in or completed some specialty-training track? (CAPR 35-1, Para. 2.a and b)			
f.	Has the commander attended a CAWG Commander's School? (CAWG Policy #3)			
g.	Does the commander maintain a current roster of subordinate unit commanders? (Management item)			
h.	Is the commander monitoring subordinate units to ensure that unit commanders are familiar with the CAP Constitution, Bylaws, and all policy Matters (National, region, wing, and group) affecting their commands? (Part III and Management item)			
2.	Organization: (CAPM 20-1)			
a.	Is the unit's organizational structure in accordance with CAPM 20-1 Part II, including staff titles?			
b.	Are all key staff positions filled? (Para. 21.b)			
c.	Does each staff member hold only one duty assignment? (Management item)			
d.	Are attempts being made to recruit more members to fill vacant staff positions? (Part III)			
e.	Is a current organizational chart available and posted with current duty assignments? (Para. 21.b)			
3.	Facilities:			
a.	Are facilities adequate to meet the needs of the unit? (Management item)			
b.	Do the facilities reflect a professional image? (Management item)			
c.	Is there a copy of the lease, license, or agreement for usage of the facility on file at higher headquarters and at the unit? (CAPR 87-1, Para. 5)			
4.	Responsibilities and Supervision: (CAPM 20-1)			
a.	Are staff meetings conducted at a frequency that allows a continuous interchange of information? (Management item)			
b.	Are minutes of staff meetings maintained? (Management item)			

Command

ITEM	DESCRIPTION	YES	NO	REMARKS
c.	Are frequent work sessions conducted? (Management item)			
d.	Are commander's calls held with subordinate unit commanders to ensure adequate communications and interchange? (Management item)			
e.	Is the commander delegating authority to his/her staff rather than attempting to carry too much of the workload? (Para. 14a)			
f.	Are subordinate unit visitations frequent enough to ensure awareness of accomplishments, problems, and degree of compliance with CAP policy? (Part III)			
g.	Have unit goals been established, published and distributed to the unit and subordinate unit membership? (Part III)			
h.	Has a system been developed to monitor the accomplishment of unit goals? (Part III)			
i.	Did the commander attend the last wing conference? (Management item)			
j.	Are CAP grooming standards being enforced? (CAPM 39-1, Atch 1)			
k.	Is the commander wearing the uniform properly? (CAPM 39-1)			
l.	Does the commander insure staff members wear the uniform properly? (CAPM 39-1)			
5.	Financial Management: (CAPM 173-1)			
a.	Is the commander listed as a member of the finance committee on the unit personnel authorization? (Para. 1.a.(2))			
b.	Do individual staff members submit budget items for inclusion in the unit budget? (Management item)			
c.	Is the commander monitoring the income and expenditures of the unit? (Management item)			
d.	Are unit members kept apprised of the financial condition of the unit? (Management item)			
e.	Is the commander familiar with financial procedures established by CAPR 173-1?			
f.	Does the commander insure that an annual audit of financial records is performed? (Para. 4)			
g.	Has the commander ensured that all personnel have completed CPPT, including cadets? (Para. 1-10)			
6.	Cadet Programs: (CAPM 50-16)			
a.	Is the commander personally involved with the unit's cadet program? (Para. 1-1.a)			
b.	Are membership trends being monitored in recruiting and retention? (Management item)			
c.	Have goals been established for the cadet program? (Management item)			
d.	Is the commander familiar with the progress of the unit's cadet flight orientation program? (Management item)			
e.	Does the commander meet frequently with the Cadet Advisory Council (CAC)? (Management item)			

Unit Inspected: _____

A3-2

Command

ITEM	DESCRIPTION	YES	NO	REMARKS
f.	Are minutes of the CAC meetings reviewed by the commander? (Para. 7-2.b)			
7.	Professional Development: (CAPM 50-17)			
a.	Is the commander promoting recruitment/retention of senior members? (Management item)			
b.	Have goals (membership, training, etc.) been established for the senior program? (Management item)			
c.	Does the commander ensure that Level I Orientation Courses/CPPT are offered at least quarterly? (Para. 3-7)			
d.	Does the commander understand and enforce the requirements of the Cadet Protection Program? (Para. 3-5)			
e.	Is the Senior Training Report (STR) being reviewed to determine training requirements and mission capabilities? (Para. 2-6)			
8.	Safety Program: (CAPR 62-1)			
a.	Has the commander and each subordinate unit commander published a supplement to CAPR 62-1 outlining procedures for the conduct of the pilot proficiency program and special policy guidance as necessary for the local situation? (Para. 1.b)			
b.	Has the commander ensured that the unit and each subordinate unit have an active and aggressive safety education program? (Para. 1.b)			
c.	Does the commander ensure that safety items are briefed at staff meetings and commander's calls? (Para. 2.b(1))			
d.	Has the commander ensured that an internal safety survey is scheduled and conducted annually? (Para. 2.f)			
e.	Has the commander established procedures to monitor the internal safety surveys of subordinate units? (Para. 2.f)			
f.	Has the unit been accident/incident free since the last inspection? (Management item)			
g.	If accidents/incidents have been experienced, did the commander take appropriate corrective action in accordance with CAPR 62-2?			
9.	Public Affairs: (CAPM 190-1)			
a.	Are the commander and staff actively engaged in promoting CAP throughout the geographical area served by the unit? (Para. 1-4)			
b.	Does the commander regularly communicate with squadron members through a newsletter?			
c.	Does the commander encourage and support the unit PAO?			
10.	Operations: (CAPR 60-1)			
a.	Has the commander ensured that he/she and all members strictly enforce and comply with the provisions of CAPR 60-1? (Para. 1-2)			
b.	Is the commander knowledgeable of his/her responsibilities pertaining to flight safety and the suspension of flying privileges? (Para. 1-6, Chapter 2)			

Unit Inspected: _____

Command

ITEM	DESCRIPTION	YES	NO	REMARKS
c.	Does the commander review the CAPFs 99 of all unit flight release officials to ensure they are in compliance with provisions of Chap. 5? (Management item)			
d.	Does the commander have a program in place to assure the completeness of the unit's pilot records? (Para. 2-9)			
11.	Emergency Services: (CAPR 55-1)			
a.	Is the commander qualified in at least one of the emergency services specialties listed in CAPR 50-15 and does he/she possess a current CAPF 101? (Management item)			
b.	Does the commander ensure that all members of the unit are promptly and timely notified of all emergency service missions and training missions? (Management item)			
c.	Does the commander actively support the wing emergency services program by regularly participating in emergency service missions and training missions? (Management item)			
d.	Has the commander supplied a current alert roster to the next higher HQ?			
12.	Aerospace Education: (CAPR 280-2)			
a.	Does the commander take an active part in the unit's aerospace education program? (CAPM 20-1 Part III)			
b.	Is the commander familiar with the wing's AE program and working with the unit AEO toward its accomplishments? (Para. 3.c)			
c.	Does the commander attend aerospace education seminars/workshops conducted by the wing and region? (Management item)			
13.	Nondiscrimination: (CAPR 39-1)			
a.	Is a policy of nondiscrimination pursued to ensure that all persons receive equal benefits and rights regardless of race, religion, sex, color, or national origin? (Para 1.a & b)			
b.	Is a policy of nondiscrimination pursued to ensure that all qualified handicapped persons receive equal benefits and rights? (Para 1.c)			
14.	Complaints: (CAPR 123-2)			
a.	Does the commander have an open door policy? (Para. 4.a)			
b.	Are complaints processed in a timely manner? (Para. 6.b)			
c.	Does the commander emphasize the chain of command for complaints? (Para. 4.b)			
d.	Does the commander forward any grievance that cannot be resolved at his/her level to the next higher command? (Para. 3.c)			
e.	Are investigation reports processed on a preferential basis and safeguarded from disclosure to unauthorized persons? (Management item)			
f.	Are problems pertaining to membership termination, supervision and discrimination handled IAW appropriate regulations and under the advice of legal council? (Management item) (Para. 2-3)			
15.	Awards: (CAWGM 11-1)			
a.	Did the unit awards committee submit to the commander for approval and did the commander approve and submit nominations for the following annual wing awards during the past year? (Para. 4-9)			

Unit Inspected: _____

A3-4

Unit Inspected: _____ A3-5

Command

Unit Inspected: _____

A3-4

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit administration officer (DA) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the DA holds at either the group or subordinate unit level, that of DA of this unit? (Management item)			
d.	Is the DA familiar with CAPP 205 and all CAP directives in the 5 and 10 series plus CAWGM 11-1? (Part III)			
e.	Has the DA completed Level I/CPPT and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the DA maintain a current roster of subordinate unit DAs? (Management item)			
g.	Is the DA monitoring subordinate units to ensure that unit DAs are qualified and familiar with CAPP 205 all CAP directives in the 5 and 10 series plus CAWGM 11-1? (Management item)			
2.	Publications and Forms Management: (CAPR 5-4)			
a.	Does the DA maintain a current complete and properly posted set of CAP and CAWG publications? (Para. 2.b(1))			
b.	Does the CAP Index, CAPR 0-2 and 0-9, reflect the current status of all unit publications? (CAPR 0-2 Para. 1)			
c.	Is the DA familiar with the publications and blank forms requisitioning procedures? (Para. 2.b(6) and 4)			
d.	Is CAPF 8 used when requisitioning replacement copies of publications and blank forms? (Para. 6.c)			
e.	Has a policy/procedure for storing and/or issuing blank forms been established? (Para. 2.b(2))			
f.	Does the DA inventory stocks of blank forms every 6 months and requisition sufficient quantities to last until the next semiannual requisition is submitted? (CAPR 0-9 Para. 2.2 and CAPR 5-4 Para. 6.b)			
g.	Is the DA with the support of the unit commander ensuring that a maximum effort is made to conserve publications and blank forms? (Para. 6.d)			
h.	Are all blank forms on hand current or acceptable editions? (Para 4.c)			
i.	Has the DA established a strict policy for filing and posting publications in a timely manner, safeguarding and lending publications and storing issuing blank forms? (Para. 2.b(2))			
3.	Administrative Communications: (CAPR 10-1)			
a.	Does the DA maintain a supply of properly formatted internal and external stationery for the unit? CAWGM 11-1 Para. 1-9)			
b.	Does the DA know how to format an internal letter and external letter with proper signature block, distribution, etc.? (CAPR 10-1 Atch 1-3)			
d.	Are administrative or clerical controls imposed on correspondence designed to avoid delaying CAP business?			
e.	Is the DA familiar with the format and use of endorsements and separate letter replies to correspondence? (Atch 2)			
f.	Does the DA ensure that the unit commander prior to mailing reviews all correspondence prepared by staff members? (Management item)			

Unit Inspected: _____

A4-1

Administration

ITEM	DESCRIPTION	YES	NO	REMARKS
g.	Is the proper signature element used when preparing correspondence? (Atch 2, Para. 9)			
h.	Has a suspense control system been established to ensure the correspondence suspense dates are met? (Para. 6)			
4.	File Maintenance and Records Disposition: (CAPR 10-2)			
a.	Has the DA implemented a file maintenance program? (Para. 1)			
b.	Are the unit's files arranged using a method that permits easy filing and a method by which they will most often be requested? (Para. 3)			
c.	Has CAPF 57 been properly prepared? (Management Item)			
d.	Does the unit maintain a historical document file? Does the file contain copies of the following documents:			
(1)	Unit Charter?			
(2)	All Organization Actions (CAPFs 27)?			
(3)	All personnel authorizations (PAs) and participation letters (PLs) issued?			
(4)	List of former unit commanders and biographical data sheet pertaining to each?			
(5)	Unit Citation Awards?			
(6)	Individual awards, including Silver and Bronze Medal of Valor, Distinguished Service Medal, Exceptional Service Award and Meritorious Service Awards?			
e.	Are those records selected for permanent retention prepared for storage appropriately? (Para. 14)			
5.	Administrative authorizations: (CAPR 10-3)			
a.	Are administrative authorizations properly prepared and authenticated? (Para. 3 & 4)			
b.	Are copies of all personnel authorizations (PAs) and participation letters (PLs) issued by the commander on file? (Management item)			
c.	Have copies of the personnel authorizations (PAs) and participation letters (PLs) been provided to the personnel officer for filing in each member's personnel file? (CAPR 35-1 Para. 3)			
6.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit records, including backup material, maintained by the DA IAW disposition criteria? (Atch 4)			
b.	Are administrative records cut off, screened, and disposed of or retained as required? (Rule 3)			
c.	Does the DA maintain management and control of all unit files within the unit? (Para. 1)			
d.	Does the DA and the unit commander inspect and review all unit files once a year? (Management item)			
7.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory, using the summary form on page 5 of this supplement, if needed.)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____ A4-2

Aerospace Education

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part III)			
a.	Has a unit aerospace education officer (AEO) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the AEO holds at either the group or subordinate unit level, that of AEO of this unit? (Management item)			
d.	Is the AEO familiar with CAPP's 215T, 215S, and 215M, all CAP directives in the 50, 76, and 280 series, all aerospace education texts described in the CAP Bookstore Catalog, the HQ CAP-USAF/ET publication entitled <i>Aerospace Education Teaching Materials</i> plus CAWGM 11-1, Chapter 11, "Reports"? (Part III)			
e.	Has the AEO completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Has the AEO successfully completed one or more of the following AEO specialty track rating examinations? (CAPP 215T, 215S, 215M)			
(1)	CAPT 46, Technician Rating for AEO			
(2)	CAPT 47, Senior Rating for AEO			
(3)	CAPP215M, Atch 2, Master Rating for AEO			
g.	Has the AEO successfully completed the Aerospace Education Program for Senior Members (AEPSM)? (CAPP 215T and Management item)			
h.	If the AEO holds a specialty track rating of technician, senior or master, is the <i>Commander's Evaluation and Rating Certification Checklist</i> properly completed and filed in the member's personnel file? (CAPP 215T,S,M and Management item)			
i.	Is the AEO a professional educator (teacher, counselor, administrator, etc.)? (Management item)			
j.	Does the AEO maintain a current roster of subordinate unit AEOs? (Management item)			
k.	Is the AEO monitoring subordinate units to ensure that unit AEOs are familiar with CAPPs 215T, 215S, 215M., all CAP directives in the 50, 76 and 280 series, all aerospace education texts described in the CAP Bookstore Catalog, the HQ CAP-USAF/ET publication entitled <i>Aerospace Education Teaching Materials</i> plus CAWGM 11-1 Chap. 11, "Reports"? (Management item)			
2.	Leadership: (CAPR 280-2)			
a.	Has a Cadet AEO been appointed in each of the subordinate composite and cadet squadrons? (CAPM 20-1 Part II)			
b.	Are unit personnel participating in the Senior Member Aerospace Education Program? (Para 2.a. (2) (a))			
c.	Has the AEO received the required orientation from the wing director of aerospace education? (Para. 3.c (25))			
d.	Is the AEO aware of the goals for AE as set forth by the wing commander? (Management item)			
e.	Does the AEO maintain an ongoing liaison with the wing and group AEOs and is it documented? (Management item)			

Unit Inspected: _____

A5-1

Aerospace Education

ITEM	DESCRIPTION	YES	NO	REMARKS
f.	Did the AEO submit any nominations in any of the five award categories for the Frank G. Brewer-Civil Air Patrol Memorial Aerospace Award for the year? (Para. 4.b)			
g.	Does the AEO regularly attend the AE seminars at the national, region or wing conferences? (Management item)			
3.	Internal Aerospace Education: (CAPR 280-2)			
a.	Does the unit maintain a reference library of aerospace publications under the direction of the AEO? (Para. 2.a. (2)(d))			
b.	Does the unit maintain a bulletin board of aerospace education information and events under the direction of the AEO? (Para. 3.d)			
c.	Is aerospace education information disseminated to the unit members? (Management item)			
	What methods are used?			
d.	Did the AEO attend a wing AE workshop during the past 12 months? (Management item)			
e.	Does the AEO insure that each unit meeting includes a discussion of current aerospace events? (Para. 3.d)			
4.	External Aerospace Education: (CAPR 280-2)			
a.	Is the AEO familiar with the aerospace education materials that are available to schools? (Para. 2.b)			
b.	Does the AEO have a listing of non-CAP organizations within the state which can and do provide assistance in aerospace education? (Para. 2.b (4))			
c.	Have the AEO and the PAO developed programs for presentation to teacher groups, school boards, civic clubs, fraternal organizations, etc.? (Para. 2.b)			
	Attach copy of program			
d.	Did the AEO or other qualified senior members make any aerospace education presentation to teacher groups, school boards, civic clubs, fraternal organizations, etc. during the past 12 months?			
e.	Is there any evidence of an effort to promote aerospace education in schools?			
	Detail evidence:			
5.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports, including backup material maintained by the AEO for a period of one year? (Atch. 2)			
b.	Are AE records cut off, screened and disposed of or retained as required? (Rule 4)			
6.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory; use page 5. of this supplement if needed.)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A5-2

Cadet Programs

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit cadet programs officer (CP) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Have a cadet program development officer and a cadet special activities officer (for groups) or deputy commander for cadets (for composite squadrons) been appointed to assist the CP? (Part III)			
c.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
d.	Is the only duty assignment the CP holds at either the group or subordinate unit level, that of CP of this unit? (Management item)			
e.	Is the CP familiar with CAPP 216 and all CAP directives in the 35, 39, 50, 67, 76, 280 and 900 series plus CAWGM 11-1 and the cadet program aerospace education texts and other cadet program materials that are described in the CAP Bookstore Catalog? (Part III)			
f.	Has the CP completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
g.	Is this unit staffed with the required senior members to support the cadet program? (Part II)			
h.	Have all senior members supervising cadet activities completed Level I/CPPT training? (CAPR 35-1, Para. 2a)			
i.	Does the CP maintain a current roster of subordinate unit CPs? (Management item)			
j.	Is the CP monitoring subordinate units to ensure that unit CPs are familiar with CAPP 216, CAP directives in the 35, 39, 50, 67, 76, 280, and 900 series plus CAWGM 11-1 and cadet program aerospace education texts and other cadet program materials described in the CAP Bookstore Catalog? (Management item)			
2.	Cadet Recruiting: (CAPM 50-16)			
a.	Has a recruiting program been established? (Para. 2-4 and CAPM 20-1 Part III)			
b.	Does the CP monitor the recruiting efforts of subordinate units? (Management item)			
c.	Have the recruiting officer and CP established goals and objectives for membership growth? (Management item)			
d.	Are they documented and realistic? (Management item)			
e.	Has the commander or a representative (CP, recruiting officer, etc.) made presentations to schools and civic groups aimed at recruiting cadet and senior members? (Management item)			
3.	Implementation of Cadet Programs: (CAPM 50-16)			
a.	Is the unit using the optional motivation phase and does it follow CAPM 50-16 guidelines? (Para. 2-4)			
b.	Are parents of potential new members invited to the first meeting? (Para. 2-4.b(2))			
c.	Are parents of new members briefed on the CAP cadet protection policy and program? (CAPM 50-16 Para. 1-11)			

Unit Inspected: _____

A6-1

Cadet Programs

ITEM	DESCRIPTION	YES	NO	REMARKS
d.	Are parents reminded to read and discuss with their children the <i>Cadet Protection Policy for Parents and Leaders?</i> (CAPP 50-6 and CAPM 50-16)			
e.	Is the CP familiar with the policy of firearms being either a facsimile or deactivated? (Para. 1-4(b), (c) & (d))			
f.	Are cadet awards presented by appropriate individuals? (Para. 5-3)			
g.	Does the PAO have prior notification of the presentation of cadet awards so that arrangements to publicize the event can be made? (Management item)			
h.	Is the Cadet Monthly Membership Listing (MML) used as a management tool to monitor cadet progress? (Para. 6-2)			
i.	Are Spaatz cadets and exceptional Phase III and IV cadets serving as counselors and assistants? (Para. 2-7.a)			
j.	Does the CP or a designated representative visit cadet/composite squadrons to provide assistance? Is this documented? (CAPM 20-1 Page 33)			
k.	Does the CP submit a budget to the finance committee to ensure equitable allocation of funds and property? (CAPM 20-1 Page 33)			
4.	Cadet Advisory Council: (CAPM 50-16)			
a.	Is the Cadet Advisory Council (CAC) functioning? (Para. 7-3)			
b.	Are copies of CAC meeting minutes sent to CAWG/CP within 30 days of council meetings? (Management item)			
c.	Are CAC appointees and alternates designated on CAP Form 2a or on unit PAs? (Para. 7-3.b)			
d.	Do members of the CAC meet the minimum qualifications? (Para. 7-4)			
e.	Is the cadet programs officer the principal senior member advisor to the CAC? (Para. 7-7)			
f.	Is the cadet programs officer or a designated representative present at each council meeting to provide supervision, assistance, and advice? (Para. 7-7)			
g.	Does the CAC meet at least twice annually? Are the minutes on file? (Para. 7-9)			
5.	Cadet Special Activities: (CAPM 50-16)			
a.	Is the CP familiar with activities planned and implemented by HQ CAP/CP? Is the schedule on file? (Chap. 9)			
b.	Do cadets and seniors who accept selection for special activities understand that military airlift may not be available and participants may be required to provide their own transportation to and/or from the activity site? (Para. 9-4)			
c.	Is an active, cadet-oriented activity program functioning? Attach a list of the activities scheduled and accomplished at the unit level. (Management item)			
6.	Flying Programs: (CAPM 50-16)			
a.	Do new cadets receive an orientation flight as soon as possible after joining? (Para. 10-1)			
b.	Does the unit mail the CAPF 7 to HQ CAP/CP on a timely basis? (Para. 10-11)			
c.	Is the Cadet Monthly Membership Listing (MML) used to monitor/manage the flight orientation program? (Para.10-11)			

Unit Inspected: _____

A6-2

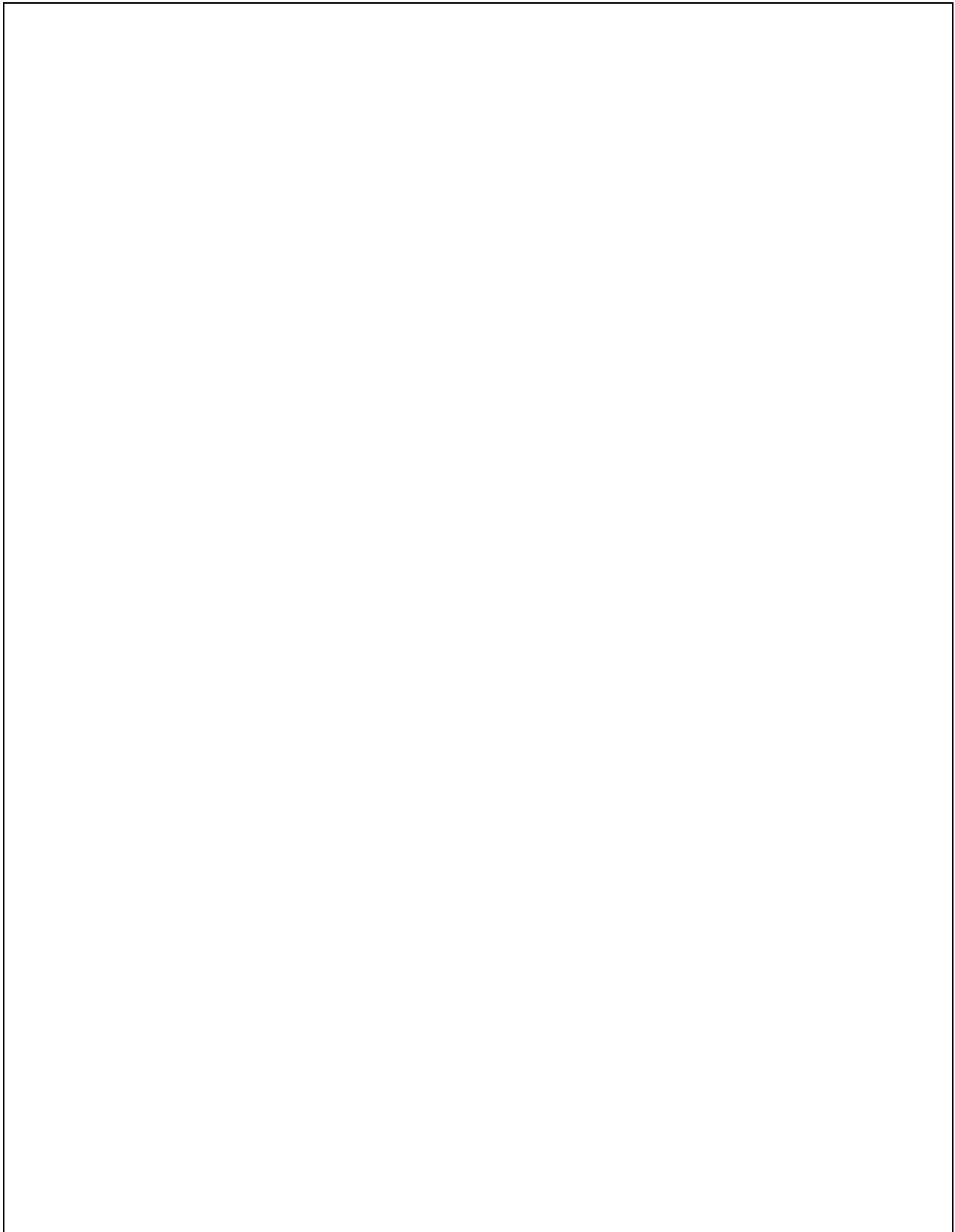
Cadet Programs

ITEM	DESCRIPTION	YES	NO	REMARKS
d.	Is the unit actively supporting the orientation flight program for cadets? (Management item)			
7.	Testing: (CAPM 50-4)			
a.	Has the unit commander appointed a unit testing officer and an alternate testing officer? (Para. 3 or CAPM 50-16 Para. 4-2)			
b.	Are test materials properly controlled? (Para. 5, 6 & 8)			
c.	Are answer sheets scored as soon as possible after the examination and the lower portion destroyed after score is recorded on the Cadet Master Record? (Para. 10.a)			
8.	General: (CAPM 50-16)			
a.	Is frequent contact maintained with the group/wing director of cadet programs? (Management item)			
b.	Are cadet program personnel and cadets aware of academic scholarship opportunities in CAP? How are scholarships advertised? (Chap. 15)			
c.	Are cadet program personnel and cadets aware of the Air Force Academy Preparatory School nomination program? (Chap. 14)			
9.	Maintenance of Current Records and Directives (CAPR 10-2)			
a.	Are unit reports including backup material maintained by the CP for a period of one year? (Atch. 4)			
b.	Are cadet program records cut off, screened and disposed of or retained as required? (Atch. 4)			
10.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

Cadet Programs



Unit Inspected: _____

A6-4

Chaplain

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit chaplain been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the chaplain holds at either the group or subordinate unit level that of chaplain of this unit? (Management item)			
d.	Is the chaplain familiar with CAPP 265 series, CAPM 20-1, CAPR 265-1 and other training programs plus CAWGM 11-1? (Part III)			
e.	Has the chaplain completed Level I/CPPT training? (CAPR 35-1 Para. 2 and CAPR 265-1 Para. 6.d(2))			
f.	Has the chaplain completed or is he/she in the process of completing CAPP 221? (CAPR 265-1 Para. 11b)			
g.	Does the chaplain maintain a current roster of subordinate unit chaplains? (Management item)			
h.	Is the chaplain monitoring subordinate units to ensure that unit chaplains are familiar with the CAPP 265 series, CAPM 20-1, CAPR 265-1, CAWGM 11-1 and other training programs? (Management item)			
2.	Duties: (CAPR 265-1)			
a.	Is a private office available in which to conduct counseling?			
b.	Are interviews of unit personnel being accomplished utilizing CAPF 48?			
c.	Does the chaplain provide pastoral care and spiritual renewal?			
d.	Does the chaplain provide ethics and values instruction in moral leadership training?			
e.	Is CAPP 265 series used in moral leadership training?			
f.	Does the chaplain provide advice on religious, ethical, and quality of life concerns?			
g.	Does he provide worship, rites, and religious observances?			
3.	Participation: (CAPR 265-1)			
a.	Does the chaplain attend the annual chaplain conference?			
b.	Has he served at a summer encampment?			
c.	Has he participated in the emergency services ministry?			
d.	Does he wear the uniform properly?			
e.	Does he know and use the proper chain of command for dealing with problems?			
4.	Chaplain Reports: (CAPR 265-1 & CAWGM 11-1)			
a.	Is a timely Chaplain's Report being submitted on CAWGF 34 by unit chaplains? (CAWGM 11-1 Chap. 11)			
b.	Are negative reports being submitted? (CAWGM 11-1 Chap. 11)			
5.	Maintenance of Current Records and Directives (CAPR 10-2)			
a.	Are unit reports including backup material maintained by the chaplain for a period of one year? (Atch 4)			
b.	Are chaplain records cut off, screened and disposed of or retained as required? (Rule 13)			
6.	Total Number of Questions Answered:			

Unit Inspected: _____

A7-1

Chaplain

FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A7-2

Communications

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit communications officer (DC) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the DC holds at either the group or subordinate unit level, that of DC of this unit? (Management item)			
d.	Has the DC completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
e.	Is the DC familiar with CAPP 214 and all CAP directives in the 50, 55, 67 and 100 Series, plus CAWGM 11-1, and Air Force/NTIA frequency management regulations? (Part III)			
f.	Does the DC maintain a current roster of subordinate unit DCs? (Management item)			
g.	Is the DC monitoring subordinate units to ensure that unit DCs are familiar with CAPP 214 and all CAP directives in the 50, 55, 67 and 100 Series, plus CAWGM 11-1, and Air Force/NTIA frequency management regulations? (Management item)			
2.	Management: (CAPR 100-1)			
a.	Does the unit have a CAWG <i>Communications Operations and Training Plan</i> ? (Para. 2-2)			
b.	Has the unit developed and published a <i>Communications Operations and Training Plan</i> as a supplement to the CAWG plan and based on the requirements of said plan and CAPR 100-1? (Para. 2-2)			
c.	Does the unit have packet radio capability? (Management item)			
d.	Is the communications training of seniors and cadets conducted under the supervision of an authorized CAWG communications instructor? (Para. 5-1)			
e.	Does the DC regularly participate in region and wing communications exercises? (Para. 5-5.a)			
f.	Did the DC attend the last region and wing communications conference(s)? (Para. 5-5.b)			
g.	Does the DC maintain close liaison with the wing DC and/or group DC? (Para. 5-5.b)			
h.	Does the DC or a designated representative participate in the wing communications net? (Management item)			
i.	Does the DC conduct a VHF net for the unit and its subordinate units or does the unit regularly participate in a higher HQ net? (Para. 7-4.c,d, & e.)			
j.	Does each radio operator hold a valid CAP Radio Operator's Authorization (CAPF 76)? (Para. 5-2)			
k.	Are periodic frequency measurements made on CAP station equipment? (Para. 1-7 & 10-4)			
l.	Are members instructed in appropriate safety procedures and are such procedures observed at all times? (Para. 7-1)			

Unit Inspected: _____

A8-1

Communications

ITEM	DESCRIPTION	YES	NO	REMARKS				
m.	Do operators of HF stations maintain a radio station log? (Para. 7-3)							
n.	Is CAP owned equipment distributed to members for maximum utilization? (Para. 7-9)							
o.	Is there an emergency power capability for each net control and alternate net control station? (Para. 7-2)							
3.	Station Requirements: (CAPR 100-1)							
a.	Are all operators at the net control station familiar with operation of the emergency power? (Para. 7-2)							
b.	Is the emergency power used at least once each month to ensure operational readiness? (Para. 7-2)							
4.	Radio Station Licenses: (CAPR 100-1)							
a.	Does each CAP radio station possess a valid CAP station license for the type of service and purpose for which it will be used? (Para. 6-1)							
b.	Does the DC maintain an efficient filing system of all radio station licenses issued to the unit and subordinate units? (Para. 6-5)							
5.	Maintenance of Current Records and Directives: (CAPR 10-2)							
a.	Are communications records cut off, screened and disposed of or retained as required? (Rule 6)							
6.	Total Number of Questions Answered:							
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)								

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A8-2

Emergency Services

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit emergency services officer (DOS) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the DOS holds at either the group or subordinate unit level that of DOS of this unit? (Management item)			
d.	Is the DOS familiar with CAPP's 2 & 213, CAPR 50-15 and CAPR 55-1, and applicable FEMA publications plus CAWGM 11-1? (Part III)			
e.	Has the DOS completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Has the DOS completed or is he/she enrolled in ECI Course 02130D? (CAPP 213)			
g.	Has the DOS completed CAPF 116 Parts I and II? (CAPP 213, Tech Rating)			
h.	Is the DOS qualified in at least one advanced emergency services specialty listed in CAPR 50-15 and a current CAPF 101? (CAPP 213, Tech)			
i.	Does the DOS maintain a current roster of subordinate unit DOSs? (Management item)			
j.	Is the DOS monitoring subordinate units to ensure that unit DOSs are familiar with CAPPs 2 & 213 CAPR 50-15 and CAPR 55-1, and applicable FEMA publications plus CAWGM 11-1? (Management item)			
2.	Readiness: (CAPM 20-1)			
a.	Does the DOS maintain a current roster of unit ES-qualified personnel with current telephone numbers, to minimize mission activation times? (Part III)			
b.	Does the DOS maintain records of the status of unit personnel, vehicles, aircraft, radios and other emergency equipment available for emergency missions? (Part III)			
c.	Does the commander/DOS ensure that trained and ES-qualified members are available to participate in missions? (Part III)			
d.	Has the DOS developed a method to ensure that ES-rated personnel renew their specialty ratings timely? (Management item)			
e.	Does the unit have a copy of the wing ES Plan available? (Management item)			
3.	Ground Team Requirements: (CAPR 50-15)			
a.	Are any seniors qualified as ground team leaders? (Management item)			
b.	Are any senior or cadet members qualified as ground team members? (Management item)			
c.	Do ground teams have members specifically trained in blood-borne pathogen protection? (Atch. 12)			
d.	Do all ground team response vehicles have blood-borne pathogen kits? (Management item)			

Unit Inspected: _____

Emergency Services

ITEM	DESCRIPTION	YES	NO	REMARKS				
4.	Aircrew Requirements: (CAPR 50-15)							
a.	Are CAPR 50-15 guidelines followed to ensure that mission pilots, observers, and scanners have attained at least the minimum qualifications listed Para. 2-4.f, j, & k?							
b.	Are copies of each CAPF 5 and 91 filed in the members' personnel files? (CAPR 60-1. Para. 2-9)							
c.	Were CAWGFs 203/204 used to evaluate each scanner/observer during his/her initial checkout? (CAWGM 11-1)							
d.	Is a copy of each Scanner/Observer Checkout form filed in the members' personnel files? (Management item)							
e.	Has each observer and scanner completed ECI Course 02130A and/or 02130B, and is documentation thereof filed in the individual personnel files? (Para. 2-4.j & k and CAWGM 11-1)							
5.	Emergency Services Staffing: (CAPR 50-15)							
a.	Does the unit have ES-qualified personnel holding advanced ratings in all specialties? (Management item)							
b.	If a. above is "NO," in which specialties is the unit deficient? (list)							
c.	Does the unit have a sufficient number of ES-qualified personnel to staff a mission base? (Management item)							
6.	Emergency Services Training: (CAPR 50-15)							
a.	Are written procedures available to ensure that minimum training requirements are accomplished and documented before a CAPF 101 is requested? (Para. 1-3.c(2))							
b.	Has CAPF 116 been completed and filed in the member's personnel file? (Para. 2-3.a)							
c.	Has the DOS developed methods to ensure that all ES-qualified personnel have an opportunity to periodically participate in actual, training or test missions to maintain proficiency? (Para. 1-3.c(3))							
d.	Does the DOS coordinate with local ES agencies for training, equipment, joint exercises and plans? (Para. 1-3.c(3))							
	Give examples:							
7.	Maintenance of Current Records and Directives: (CAPR 10-2)							
a.	Are ES records cut off, screened and disposed of or retained as required? (Rule 7)							
8.	Total Number of Questions Answered:							
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)								

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A9-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit finance officer (FM) been appointed in writing? (CAPR 35-1. Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the FM holds at either the group or subordinate unit level, that of FM of this unit? (Management item)			
d.	Is the FM thoroughly familiar with CAPP 202 and all CAP directives in the 173 series plus CAWGM 11-1? (Part III)			
e.	Has the FM completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the FM maintain a current roster of subordinate unit FMs? (Management item)			
g.	Is the FM monitoring subordinate units to ensure that unit FMs are thoroughly familiar with CAPP 202 and all CAP directives in the 173 series? (Management item)			
2.	Finance Committee: (CAPR 173-1)			
a.	Has a finance committee composed of at least the commander, FM and DA been appointed in writing? (Para. 1.a (2))			
b.	Is a copy of the unit personnel authorization and/or CAPF 2a filed in each member's personnel file? (Management item)			
c.	Has the finance committee established budgetary control over the financial affairs of the unit? (Para. 2.a(1))			
d.	Has a budget been prepared for the current fiscal year? (Management item)			
e.	Are the budget and financial performance of the unit reviewed at least quarterly by one of the members of the finance committee? (Management item)			
f.	Does the finance committee approve all expenditures in excess of \$200 (except recurring expenses already approved/budgeted), in writing? (Para. 2.a (3))			
3.	Financial Management: (CAPR 173-1)			
a.	Has only one checking account (and optionally only one savings account) been established? If more than one of either, has wing/CC approved? (Para. 1.c)			
b.	Are all checks pre-numbered and accounted for, including unused and voided checks? (Atch. 5, Para. 6)			
c.	Are all blank checks on hand unsigned? (None pre-signed) (Atch. 5, Para. 2)			
d.	Do all canceled checks reflect two signatures? (Atch. 5, Para 1)			
e.	Have all checks been made payable to individuals or organizations? (None to "Cash") (Para. 2.c(9)(d))			
f.	Are all checks supported by itemized invoices or other documentary evidence? (Atch. 5, Para. 4)			
g.	Are all expenditures made by check and not cash? (Para. 2.c(9)(a))			

Unit Inspected: _____

A10-1

Finance

ITEM	DESCRIPTION	YES	NO	REMARKS
h.	Is the checkbook balance reconciled with the bank statement at the end of each statement period? (Atch. 5, Para. 7)			
i.	Are bank statements mailed to the unit mailing address, not to a member's home? (Management item)			
j.	Are all monies received promptly deposited into the checking account and a duplicate copy of the deposit slip kept? (Para. 9.a(2))			
k.	Do all monies deposited to the savings account come from the checking account? (Para. 9.a(2))			
l.	Is a copy of the last unit annual financial report on file? (Para. 9)			
m.	Was the unit's last annual financial report submitted timely? (Para. 3.b)			
n.	Does the FM render periodic reports and an accounting of all financial transactions to the commander and the finance committee, as they may require? (Para. 2.c(7))			
o.	Are each year's financial records stored/filed separately? (Management item)			
p.	Have all fund raising activities by the group and its subordinate units been approved by the wing commander, or conform to permissible activities under existing directives? (CAPR 173-4 Para. 3 and CAWGM 11-1))			
q.	Has donated property been handled IAW CAPR 173-4? (CAPR 173-4, Section B)			
r.	Are unit fund raising activities in compliance with CAPR 173-4? (CAPR 173-4, Section C)			
4.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports including backup material maintained by the FM for a period of six years? (Atch 4)			
b.	Are journals, bank reconciliations, canceled checks and books of original entry being retained for a period of six years, then destroyed? (Rule 14)			
5.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A10-2

Inspection

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a group inspector (IG) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the IG holds at the group level that of IG of this unit? (Management item)			
d.	Is the IG familiar with CAPP 203 and all CAP directives, particularly CAPM 20-1, regulations in the 123 Series and CAWGM 11-1? (Part III)			
e.	Has the IG completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the IG report directly to the commander? (Part II)			
g.	Are the group staff personnel available to assist the IG in conducting inspections? (Management item)			
h.	Does the IG present the proper image in terms of experience, knowledge, and appearance (uniform)? (CAPP 203 Para. 7.j)			
2.	Responsibilities:			
a.	Did the Inspector prepare an annual inspection schedule and send copies to CAWG/IG and each subordinate unit scheduled for inspection? (CAPP 203 Para. 5)			
b.	Are the units to be inspected notified of the forthcoming inspection at least 45 days in advance? Was this documented? (CAPR 123-3 Para. 4, CAWG Supp. 1)			
c.	Does the IG keep the commander advised of all discrepancies that could hinder mission accomplishment? (CAPP 203 Para. 5.d)			
d.	Does the IG ensure that all evaluations are based on unbiased observations and that they reflect commendable accomplishments as well as deficiencies? (CAPP 203 Para. 5.g)			
e.	Does the IG take adequate steps to prepare for an inspection? (CAPP 203 Para. 6)			
f.	Are the checklists included in this publications used for the conduct of each inspection? (CAPP 203 Para. 5.c & CAPR 123-3 CAWG Supp. 1)			
3.	Inspections:			
a.	Is the "team concept" used for inspections? (CAPP 203 Para. 7.a)			
b.	Are the records and operation of each functional area examined and given a rating? (Management item)			
c.	Does the IG present an exit briefing to the inspected unit commander which includes findings, recommended actions and report processing? (CAPR 123-3 Para. 5.h)			
d.	Does the IG maintain a system for verifying that actions required following an inspection are completed by the unit ?			
4.	Inspection Reports: (CAPR 123-3)			
a.	Is a written report prepared for each inspection? (Para. 7.a & b)			

Unit Inspected: _____

A11-1

Inspection

ITEM	DESCRIPTION	YES	NO	REMARKS
b.	Is the report sent to the unit commander of the inspected unit within 30 days following the inspection? (Para. 8.a & b)			
c.	If replies are required, are they being received? (Para. 8.a(2) & b(2))			
d.	When action on all discrepancies are complete is the report closed? (Para. 8.a(5) & b(3))			
e.	Are inspection reports maintained in a locked file? (Management item)			
5.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are inspection reports including backup material maintained by the IG for a period one year after the next like inspection? (Atch 4)			
b.	Are IG records cut off, screened and disposed of or retained as required? (Rule 12)			
6.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A11-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit operations officer (DO) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the DO holds at either the group or subordinate unit level that of DO of this unit? (Management item)			
d.	Is the DO familiar with CAPPs 210, 211, 212, all CAP directives in the 50, 55, 60, and 62 series, Federal Aviation Regulations Parts 1,43,61,63,91, and 92, and CAWGM 11-1? (Part III)			
e.	Has the DO completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Has the DO completed or is he/she enrolled in ECI Course 02130D? (CAPP 211, Tech Rating)			
g.	Has the DO completed the Technician Rating requirements for Emergency Services, CAPP 213? (CAPP 211, Tech. Rating)			
h.	Has the DO completed the Technician Rating requirements for Flight Operations, CAPP 210, and Stan/Eval., CAPP 212? (CAPP 211, Tech. Rating)			
i.	Does the DO maintain a current roster of subordinate unit DOs? (Management item)			
j.	Is the DO monitoring subordinate units to ensure that unit DOs are familiar with CAPPs 210, 211, 212, all CAP directives in the 50, 55, 60, and 62 series, Federal Aviation Regulations Parts 1,43,61,63,91, and 92, and CAWGM 11-1? (Management item)			
2.	Operations Management: (CAPR 60-1)			
a.	Does the unit have Corporate-owned aircraft assigned? (Management item)			
b.	Does the unit have a procedure for grounding unsafe aircraft and ensuring that the aircraft will not fly until the discrepancy is corrected? (Management item)			
(1)	Describe procedure:			
c.	Does the unit and its subordinate units have qualified CAP pilots assigned? (Management item)			
(1)	Number of CAP pilots:			
(2)	Number of ES-qualified pilots:			
d.	Are all pilots participating in the FAA "Wings" Program? (Management item)			
(1)	Number: Phase I _____ Phase II _____ Phase III _____ Phase IV _____			
(2)	(If no participation, explain in remarks.)			
e.	Are student flight activities conducted under the direct supervision of and with the specific approval of qualified and current CFIs? (Para. 2-6.a(2)(b))			

Unit Inspected: _____

A12-1

Operations

ITEM	DESCRIPTION	YES	NO	REMARKS
f.	Does the unit provide adequate support to the cadet orientation flight program? (Management item)			
g.	Are cadet orientation pilots fully qualified and appointed in writing? (Para. 3-2.e(4))			
h.	Were cadet orientation flights conducted by the unit during the last year? (Management item)			
1.	Number:			
i.	Are passenger restrictions enforced on Corporate-owned and member-owned/ furnished aircraft while on authorized CAP flight activities? (Para. 2-6)			
j.	Is CAPF 9 completed by each non-CAP passenger prior to boarding an aircraft participating in an authorized CAP flight activity? (Para. 2-6.n)			
3.	Standardization/Evaluation: (CAPR 60-1)			
a.	Have all check pilots, instructor pilots, and mission check pilots assigned to the unit been appointed in writing? (Para. 3-2)			
b.	Are all check pilots and instructor pilots (except mission check pilots) current, certified flight instructors (CFIs) or waived in writing by the Region Commander? (Para. 3-2.c and d(3))			
c.	Are all mission check pilots current and qualified SAR/DR pilots? (Para. 3-2.g(1))			
d.	Are all instructor pilots qualified and current in the aircraft in which they are instructing? (Para. 3-2.c(2))			
e.	Does the stan/eval program include monitoring members flying other than Corporate-owned aircraft? (Para. 3-7)			
f.	Are annual flight checks CAPF 5 administered to all pilots? (Para. 3-5.c)			
g.	Is each annual CAPF 5 properly documented? (Para. 3-5 and Atch. 4)			
4.	Individual Flight Records: (CAPR 60-1)			
a.	Have individual flight records or files been established for each pilot? (Para. 2-9)			
b.	Does each pilots individual flight record or file contain copies of the following documents: (Para. 2-9)			
(1)	FAA Pilot Certificate?			
(2)	Curent FAA Medical Certificate?			
(3)	Signed Statement of Understanding?			
(4)	Current CAPF 5 and related documents?			
(5)	Initial and prior CAPFs 5?			
(6)	Documentation of most recent BFR?			
(7)	Initial and prior CAPFs 91?			
(8)	Completed questionnaires on all aircraft in which qualified?			
c.	And for check pilots:			
(1)	copy of CFI certificate?			
(2)	Certificate or letter showing completion of NCPSC?			

Operations

ITEM	DESCRIPTION	YES	NO	REMARKS
5.	Scheduling and Flight Release: (CAPR 60-1)			
a.	Have flight release officers (FROs) been appointed by the commander if the unit has CAP flight activities? (Para. 5-6.a(1))			
b.	Has the list of current FROs been made available to all active CAP pilots in the area? (Para. 5-6.a(3))			
c.	Have all FROs been properly briefed and trained by the commander? (Para. 5-6.a(2))			
d.	Are the CAPFs 99 prepared by the FROs being properly used for positive screening and control of flights in Corporate aircraft? (Para. 5-5)			
e.	Are procedures in effect to ensure that only qualified and current CAP pilots operate CAP aircraft? (Para. 5-3, 5-5, and 5-6)			
f.	Is the appropriate mission symbol assigned for each CAP Flight? (Atch. 1)			
6.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports including backup material maintained for a period of at least one year? (Atch 4)			
b.	Are operations records cut off, screened and disposed of or retained as required? (Rule 7)			
7.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____ A12-3

Operations

Unit Inspected: _____

A12-4

Personnel

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit personnel officer (DP) been appointed in writing? (CAPR 35-1 Par. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the DP holds at either the group or subordinate unit level that of DP of this unit? (Management item)			
d.	Is the DP familiar with the CAP Constitution and Bylaws, CAPP 200, all CAP directives in the 20, 35 and 39 series, and CAWGM 11-1?			
e.	Has the DP completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the DP maintain a current roster of subordinate unit DPs?			
g.	Is the DP monitoring subordinate units to ensure that unit DPs are qualified and thoroughly familiar with the CAP Constitution and Bylaws, CAPP 200, all CAP directives in the 20, 35 and 39 series, and CAWGM 11-1?			
2.	Duty Assignments/Appointments:			
a.	Have duty assignments been made for each staff position appropriate to the operations and mission of the unit? (CAPR 20-1, Part II)			
b.	Is a unit organizational chart posted and current? (CAPM 20-1 Para. 21.b)			
c.	Have all members assigned to duty positions completed Level I/CPHRT training and either completed or enrolled in the appropriate specialty training track of the Senior Member Training Program? (Check a few randomly.) (CAPR 35-1 Para. 2.a and b)			
d.	Are all duty assignments reflected on CAPFs 2a or published in personnel authorizations? (DP should retain a copy of all duty assignment actions for the unit commander and a copy should also be placed in the individual's personnel file.)			
e.	Have appointments to all necessary boards and committees been made as required? Are these memberships current? Have new members been appointed when members have transferred, retired, etc.? Check published personnel actions on the following:			
(1)	Unit membership board. (CAPM 39-2 Para. 1-5)			
(2)	Awards review board. (CAPR 39-3 Para. 7)			
(3)	Unit finance committee. (CAPM 173-1 Para. 1.a(2))			
(4)	Promotion board. (CAPR 35-5 Para. 10)			
3.	Membership: (CAPM 39-2)			
a.	Does the DP use the checklists provided in CAPM 39-2 and CAWGM 11-1 Chap. 2 to ensure that membership applications are completed correctly prior to forwarding to NHQ? (CAPM 39-2 Para. 2-4.b(1) & 3-5.b(1), Atchs 1 & 2, CAWGM 11-1 Chap. 2)			

Unit Inspected: _____

A13-1

Personnel

ITEM	DESCRIPTION	YES	NO	REMARKS
b.	Does the DP have a system to ensure that membership applications forwarded to HQ CAP are processed timely? Is follow-up action initiated when the member concerned does not receive a membership card or does not appear on the MML in a reasonable time? (CAPP 200 Para. 3.d)			
c.	Does correspondence referring to members include their charter number and CAPSN? (Para. 1-13)			
4.	Promotions: (CAPR 35-5)			
a.	Is the DP familiar with the situations in which promotion eligibility criteria may be waived and with procedures for requesting waivers? (Para. 8.e(1))			
b.	Does the DP have a suspense system established to alert the unit commander when unit headquarters personnel satisfy time in-grade and training requirements for CAP promotion to the next higher grade? This also applies to subordinate unit commanders who might hesitate to initiate their own promotion. (CAPP 200 Para. 3.d, 3.e)			
c.	Is the DP sufficiently familiar with the provisions of CAPR 35-5 to determine what grade a new member might qualify for after Level I/CPHRT training? Examples follow:			
(1)	A registered nurse applies for membership in CAP and is appointed assistant unit medical officer upon completion of Level I/CPHRT. To what grade may the nurse be appointed? (Para. 25.c.(2))			
(2)	A retired USAF Colonel applies for membership on the unit staff. What grade is authorized? (Para. 15)			
(3)	A certified flight instructor (CFI) applies for membership. What grade is authorized? What training is required? (Section D & Figure 4)			
5.	Awards: (CAPR 39-3)			
a.	Did the unit select a Senior Member of the Year last year? Were any nominations solicited? (Para. 22)			
b.	Does the DP have a system to alert the unit commander as members retire, transfer, etc., when an award might be in order? (Management item)			
c.	Are recommendations for awards received and processed in a timely manner? Check dates by the unit and dates submitted by the unit commander? (Management item)			
d.	Is there evidence that the unit commander furnishes reasons to the initiator when a recommendation is disapproved? (Para. 10.c(4))			
e.	Does the unit commander personally approve each recommendation for the award of a decoration before forwarding it to the next higher headquarters? (Para. 10.c(4))			
6.	Monthly Membership Listing: (CAPM 39-2)			
a.	Does the DP screen the MML to determine what changes have been made during the past month? (Para. 1-10)			
b.	Is there a system to follow-up when requested changes are not reflected in a reasonable period of time? (CAPP 200 Para. 3.d)			
c.	Is there a procedure for individual members to periodically screen the MML to determine if their information current and correct?			

Personnel

ITEM	DESCRIPTION	YES	NO	REMARKS				
d.	If a member's address is deleted from the membership listing and remains blank for two months or more, has the DP established procedures to ensure that the member furnishes the address change to NHQ? (Addresses are blanked out when mail is returned undeliverable)							
e.	Does the DP screen the MML for obvious errors and invalid training codes, and are attempts made to contact the units or members and correct errors? (Para. 4-3.b)							
f.	Are members with overdue renewals restricted from participating in CAP activities until their renewals are received by HQ CAP? (Para. 4-2)							
7.	Personnel Records/Files: (CAPM 39-2)							
a.	Are records of former members separated from active records? (Para. 1-8)							
b.	Is the Information reflected on the MML consistent with that reflected in the member's personnel file? (Check a few randomly.) (Para. 1-10)							
c.	Are records of former members retained for five years and then destroyed, unless requested by the member sooner? (Para. 1-8)							
d.	Are personnel files maintained in good order, with internal divisions to separate pilot records, MSAs, personnel authorizations, ES & training documents, promotions, and senior member training level documentation? (Management item)							
8.	Cadet Protection Program:							
a.	Is there a system to screen the MML to ensure that all individuals working with cadets have completed CPPT training? (CAPM 50-16 Para. 1-9)							
b.	Are members screened to require completion of Level I/CPPT training before promotion or other training? (CAPM 50-17 Para. 1-2.a)							
c.	Have all senior members in cadet squadrons completed CPHRT training? (CAPM 50-16 Para. 1-9)							
9.	Maintenance of Current Records and Directives: (CAPR 10-2)							
a.	Are personnel records cut off, screened and disposed of or retained as required? (Rule 9)							
10.	Total Number of Questions Answered:							
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)								

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A13-3

6 December 2000

Attachment 14

Public Affairs

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit public affairs officer (PA) been appointed In writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the PA holds at either the group or subordinate unit level that of PA of this unit? (Management item)			
d.	Is the PA familiar with CAPP 201, CAPM 190-1, CAPP 3 and current policies and activities of his/her unit? (Part III)			
e.	Has the PA completed Level I/ CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the PA maintain a current roster of subordinate unit PAs? (Management item)			
g.	Is the PA monitoring subordinate units to ensure that unit PAs are familiar with CAPP 201, CAPM 190-1, CAPP 3 and current policies and activities of their units? (Part III)			
2.	Responsibilities (CAPM 190-1)			
a.	Does the PA understand the purpose of the CAP public affairs program and the national objectives of the program? (Para. 1-3 and 1-5)			
b.	Does the PA understand the duties and responsibilities of the PA at the group and subordinate unit level? (Para. 3-7 & 3-8)			
c.	Has the PA taken steps to keep the commander informed of all public affairs matters? (Para. 3-7.a & 3-8.a)			
d.	Does the PA maintain an up-to-date list of all local newspapers, press associations, service publications, wire services and broadcast stations? (Para. 4-2)			
e.	Has the PA established a working relationship with the local newspapers, press associations, service publications, wire services and broadcast stations? (Para. 4-2)			
f.	Does the PA understand his/her responsibilities and the procedures for releasing information to the news media about accidents involving CAP members and equipment? (Chap. 7)			
g.	Is the PA qualified in the E.S. specialty for PAs? (Chap. 8; CAPR 50-15, Para. 2-4.n and Atch. 14)			
h.	Does the PA publish a unit newsletter or newspaper on a regular basis? (Attach most recent issue) (Para. 9-3)			
i.	Does the PA send copies of all local news releases that warrant national coverage to HQ CAP? (Para. 1-7)			
j.	Does the PA regularly attend the wing Public Affairs Conference? (Para. 3-5)			
3.	Community Relations: (CAPM 190-1)			
a.	Does the PA understand the difference between a community relations program and a media relations program? (Para. 12-1)			
b.	Has the commander, with the assistance of the Public Affairs Officer, developed plans and programs to maintain a positive community relations program? (Para. 12-2 and 12-5.a)			

Unit Inspected: _____

A14-1

Public Affairs

ITEM	DESCRIPTION	YES	NO	REMARKS
c.	Has the PA encouraged subordinate unit PAs to develop a working relationship with the local media and to provide advice and counsel to the commander in this regard? (Para. 12-7.a & c)			
d.	Does the PA encourage subordinate unit PAs to formulate plans for participation in special events? (Para. 12-7.d)			
e.	Have speaker bureaus been established at the unit and subordinate levels and does the PA maintain rosters of these bureaus? (Para. 12-7.e)			
4.	Maintenance of Current Records and Directives: (CAPM 190-1)			
a.	Are unit reports, including backup materials, maintained by the PA for a period of one year? (Para. 10-3.a & CAPR 10-2 Atch. 2)			
b.	Are public affairs program reports and records cut off, screened and disposed of or retained as required? (CAPR 10-2 Rule 5)			
5.	Total Number of Questions Answered			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A14-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit safety officer (SE) been appointed in writing? (CAPR 35-1 Para. 3, CAPR 62-1 Para. 2a)			
b.	Are assistant SEs assigned as needed? (CAPR 62-1 Para. 2a)			
c.	Is a copy of the personnel authorization and/or CAPF 2a filed in the SE and each assistant SE's personnel file? (CAPR 35-1 Para. 3)			
d.	Is the only duty assignment the SE holds at either the group or subordinate unit level that of SE of this unit? (CAPR 62-1, CAWG Supp. 1 Para. 1(f))			
e.	Is the SE familiar with CAPP 217 and all CAP directives in the 62 series? (Part III)			
f.	Has the SE completed Level I/CPPT and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2a & b)			
g.	Has the SE completed or enrolled in ECI Course 02170? (CAPP 217)			
h.	Has the SE completed or ECI Course 24150, Safety Specialists? (CAPP 217)			
i.	Is the SE directly responsible to the commander? (CAPM 20-1)			
j.	If the unit has an aircraft, is the SE or an assistant a pilot and FAA Accident Prevention Counselor? (CAPR 62-1 Para. 2a & CAWG Supp. 1 Para. 1f)			
2.	Responsibilities (CAPR 62-1)			
a.	Has CAWG Supplement 1 to CAPR 62-1 containing mishap reporting procedures and special policy guidance been distributed to all subordinate units? (Management item)			
b.	Has a unit supplement to CAPR 62-1 been published containing pilot proficiency program conduct and procedures and special policy guidance? (Para. 1.b)			
c.	Is there any evidence that unit commanders (group, squadron or flight) have an accident prevention program (letters, reports, bulletins, regulations, or operating instructions)? (Para. 1.c)			
d.	Does the SE maintain a current roster of subordinate unit SEs? (Atch. 1)			
e.	Is the SE monitoring subordinate units to ensure that unit SEs are qualified and thoroughly familiar with CAPP 217 and all CAP directives in the 62 series? (Atch. 1)			
3.	Safety Education (CAPR 62-1)			
a.	Is ground and flying safety information briefed monthly at unit meetings? (Para. 2.b(1))			
b.	Is a roster of individuals in attendance at the safety briefings maintained? (Para. 2.b(1))			
c.	Are summaries of safety briefing material posted in the reading file, or on a bulletin board? (Para. 2.b(1))			
d.	Are previous summaries and attendance rosters covering the past twelve months on file? (Para. 2.b(1))			
e.	Have guest speakers periodically been used in safety briefings? (Para. 2.b(I))			

Unit Inspected: _____

A15-1

Safety

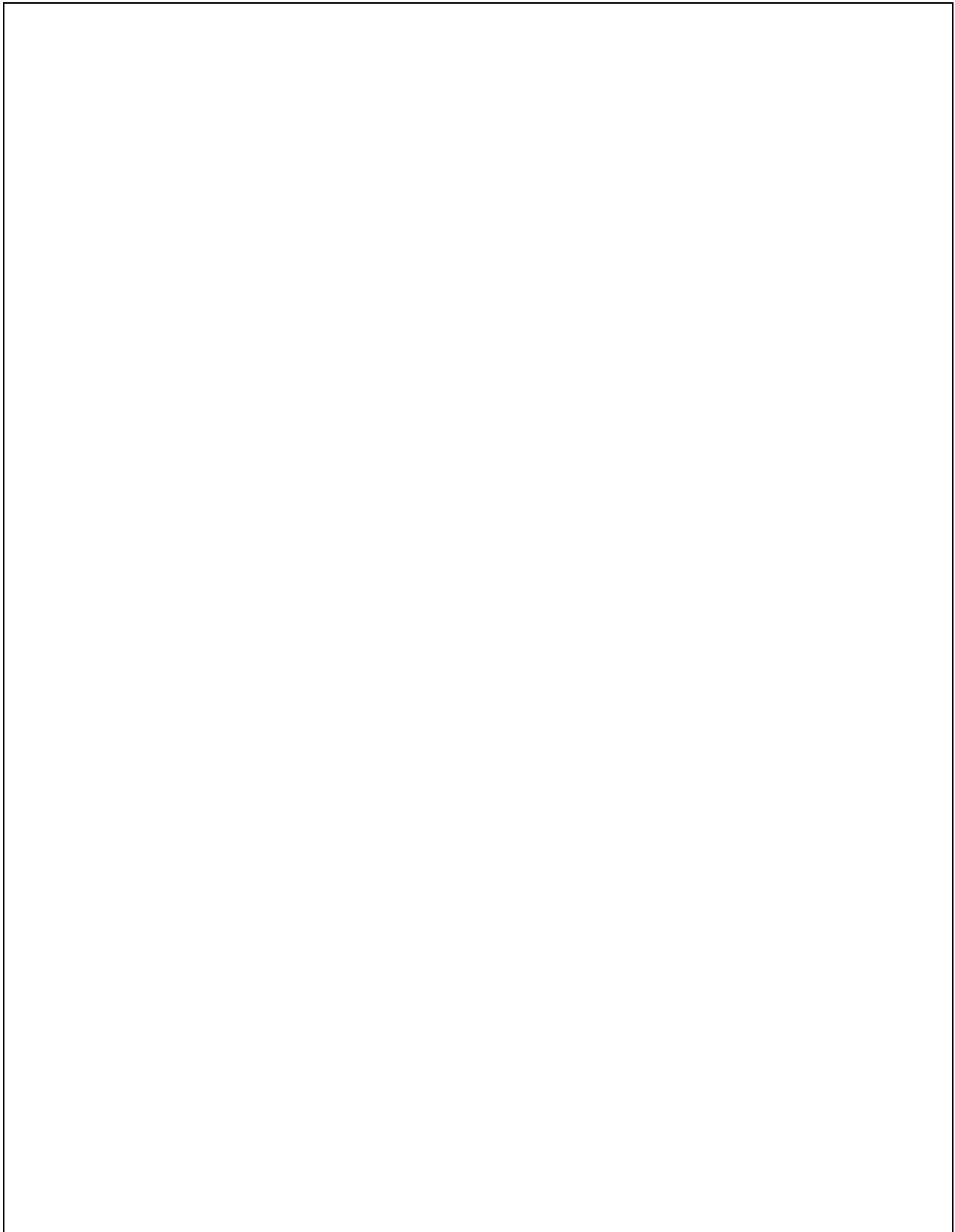
ITEM	DESCRIPTION	YES	NO	REMARKS
f.	Is there a unit safety bulletin board with current information posted (may be separate area on general bulletin board)? (Para. 2.b(3))			
g.	Are mishaps contained in the monthly safety bulletin from NHQ briefed to all personnel, then posted on the unit bulletin board? (Para 2.b.1)			
4.	Safety Improvement/Hazard Reporting Program:			
a.	Are CAPFs 26 readily available? (Para. 2.c & CAWG Supp. 1 Para. 2.c(1))			
b.	Are FAA Forms 8740, "Safety Improvement Report," readily available? (Para. 2.c & CAWG Supp. 1 Para. 2.c(1))			
c.	Are personnel briefed at least annually regarding the location, use and purpose of the CAPF 26 and Form 8740? (Para. 2.c)			
5.	Accident Prevention: (CAPR 62-1)			
a.	Is there any evidence of coordinated activity with other safety-oriented organizations, e.g., FAA, law enforcement, transportation or medical? (Para. 2.e)			
b.	Are the recommendations contained in the yearly trend analysis evaluated and action taken at unit level to prevent similar mishaps? Is the action documented? (Atch 1)			
6.	Safety Surveys/Inspections: (CAPR 62-1)			
a.	Has the commander ensured that an internal safety survey was accomplished annually? (Para. 2.f)			
b.	Has a suspense system been established to ensure all deficient items are corrected prior to close-out of the report? (Para. 2.f)			
c.	Are copies of completed surveys forwarded to the next higher headquarters? (Para. 2.f)			
d.	Is a copy of the last completed survey on file? (Para. 2.f)			
e.	Is there evidence that the commander is reviewing safety surveys? (Para. 2.f)			
f.	Has the unit commander established procedures to monitor the internal safety survey program of subordinate units? (Para. 2.f)			
7.	Awards: (CAPR 62-1)			
a.	Did the unit submit anyone for the Safety Officer of the Year Award last year? (Para. 5)			
b.	Has the SE developed a system for determining the number of unit and subordinate unit pilots who participated in the FAA Pilot Proficiency Program each year? (Para. 8)			
8.	Accident Reporting: (CAPR 62-2)			
a.	Is the SE familiar with safety, accident and reporting procedures contained in CAPR 62-2, and able to provide quality advice to the unit commander?			
b.	Has the unit or activity commander reported all accidents on CAPF 78 through CAP channels? (Para. 4.a)			
c.	Are accident reports (CAPFs 78 & 79) complete and accurate? (Para. 5)			
d.	If accidents/incidents have been experienced by the unit, has the commander taken adequate and appropriate corrective action to prevent reoccurrence? (Management item)			

ITEM	DESCRIPTION	YES	NO	REMARKS
9.	California Wing Supplement 1:			
a.	Has each subordinate unit submitted a CAP Form 2a for each unit SE showing the grade, full name, mailing address, residence address and telephone number(s) where he/she can be reached, to the group headquarters? (Para. 2.a(i))			
b.	Has the group compiled subordinate unit information (detailed in "a" above) into a single letter format and forwarded it to the Wing SE?			
c.	Is the information current? (Para. 2.a(i))			
d.	Has each subordinate unit whose members include cadets appointed a cadet safety officer utilizing CAPF 2a? (Para. 2.a(ii))			
e.	Has the group provided a list of cadet safety officers to the Wing SE and the director of cadet programs? (Para. 2.a(ii))			
10.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports and backup material maintained by the SE for a period of one year? (Atch. 4)			
b.	Are safety program records cut off, screened and disposed of or retained as required? (Rule 11)			
11.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

Safety



Unit Inspected: _____

A15-4

Professional Development

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit senior programs officer (ETS) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the ETS holds at either the group or subordinate unit level that of ETS of this unit? (Management item)			
d.	Is the ETS familiar with CAPP 204, CAPR 50-17, and all CAP directives in the 35, 39, 50, 280 and 900 series, plus CAWGM 11-1? (Part III)			
e.	Has the ETS completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.)			
f.	Does the ETS maintain a current roster of subordinate unit ETS's? (Management item)			
g.	Is the ETS monitoring subordinate units to ensure that unit ETS's are familiar with CAPP 204, CAPR 50-17, and all CAP directives in the 35, 39, 50, 280, and 900 series, plus CAWGM 11-1? (Management item)			
2.	Responsibilities (CAPM 50-17)			
a.	Is the STR used to monitor the unit and subordinate unit's senior training program? (Para. 2-6)			
b.	Does the ETS ensure that appropriate training additions, deletions, or corrections are entered on the STR in red ink? (Para. 9-1)			
c.	Does the ETS ensure that the STR is updated and returned to HQ CAP/ETS by the required suspense dates? (Para 9-2.m)			
d.	Does the unit maintain a high completion percentage (e.g. 70%) of Level I/CPPT training? Explain how this is documented under "remarks." (Management item)			
e.	Does the unit or a subordinate unit conduct a Level I/CPPT orientation course at least quarterly? (Para. 3-7)			
f.	If Level I/CPPT orientation is conducted by a subordinate unit, is the training done by certified instructors? (Management item)			
g.	Does the group commander and/or group ETS Officer regularly attend these orientation courses? (Management item)			
h.	Have all members of the unit staff who have been members of CAP for six months or more completed Level I/CPPT? (Para. 3-1)			
i.	Does the ETS ensure that senior member activities receive the widest possible publicity within the unit? (Management item)			
j.	Is the ETS familiar with key wing, region, and National training events or activities? (Para. 2-1 and 8-2)			
k.	Are CAPFs 45 and 45b current and complete? NOTE: Check this by selecting two or three files at random and compare them against the STR for the unit. (Para. 2-4, 3-11, 4-1, 4-5, 5-4, 6-4, 7-5, and 8-3b(1) and 8-3b(2))			
l.	Does the ETS maintain a reference library of materials used in the senior training program? (Para. 2-2)			
m.	Does the reference library include the USAF Extension Course Institute Catalog, Specialty Training Track Study Guides and the Senior Member Handbook? (Para. 2-2)			

Unit Inspected: _____

A16-1

Professional Development

ITEM	DESCRIPTION	YES	NO	REMARKS
n.	Is the ETS familiar with ECIF 23? (Para. 8-3b (2)(f))			
o.	Has a program been established to ensure that a copy of all ECIFs 23, are sent to CAWG/ETS? (Para. 8-3b (2)(f)2)			
p.	Has a program been established to monitor the progress of CAP members enrolled in ECI Courses? (Para. 8-b(2)(h))			
q.	Are all ECI Course completions recorded on CAPF45 or 66? (Par 8-3b(2)(g)1)			
r.	Does the ETS properly utilize CAPF 24 to document completion of Levels II through V training? (Para. 4-5, 5-4, 6-4 and 7-5)			
3.	Testing: (CAPR 50-4)			
a.	Has a unit testing officer and alternate been appointed in writing? (Para. 3a and CAPM 50-17 Para. 2-3)			
b.	Is a copy of the PA and/or CAPF 2a filed in the testing officer's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the testing officer familiar with CAPR 50-4 and CAPM 50-16? (CAPM 20-1, Part III)			
d.	Has the testing officer completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a.&.b)			
e.	Has CAPF 53 with all required signatures been submitted to HQ CAP/ETS and CAWG/ETS?			
f.	Are the signatures current? (Para. 3.c and CAWGM 11-1 Para. 5-8)			
g.	Are ECI test procedures being followed? (Para. 4.d, Para. 5, Para. 6 and current ECI Catalog)			
h.	Is the testing officer aware of the time limits for completion of ECI Courses? (CAPM 50-17 Para. 8-3b(2)(i))			
i.	Is the testing officer knowledgeable of what constitutes an ECI test compromise? (Para. 11)			
j.	Is the required three-step check of ECI examinations conducted immediately upon their receipt? (Para. 6)			
k.	Does the testing officer maintain an ECI test inventory log in accordance with CAPR 50-4? (Para. 7)			
4.	General			
a.	Are unit goals established for the senior program? (Management item)			
b.	Does the ETS have a comprehensive knowledge of CAPM 50-16 in order to prepare seniors for accomplishing the cadet missions? (Management item)			
c.	Is frequent contact maintained between the unit ETS and the group/wing ETS's? (Management item)			
5.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A16-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit logistics officer (LG) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Is the only duty assignment the LG holds at either the group or subordinate unit level that of LG and/or supply officer, transportation officer, or maintenance officer of this unit? (Management item)			
d.	Is the LG familiar with CAPP 206, all CAP directives in the 66, 67, 76, 77 and 87 series, and CAWGM 11-1? (Part III)			
e.	Has the LG completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the LG maintain a current roster of subordinate unit LGs? (Management item)			
g.	Is the LG monitoring subordinate units to ensure that unit LGs are familiar with CAPP 206, all CAP directives in the 66, 67, 76, 77 and 87 series, and CAWGM 11-1? (Management item)			
2.	Responsibilities:			
a.	Is the LG providing the necessary management to the functional areas of supply, transportation, and maintenance? (CAPM 20-1, Part III)			
b.	Is the LG advising the commander of the status of the logistics program? (CAPM 20-1 Part III)			
c.	Is all property assigned to the unit properly inventoried and accounted for? (CAPM 67-1, Chap. 3)			
d.	Is the location of the property documented? (CAPM 37-1, Para. 3-11)			
e.	Are vehicles and other equipment assigned to the unit being properly maintained? (CAPR 77-1, Para. 8)			
3.	Real Estate Program: (CAPR 87-1)			
a.	Are the real property facilities occupied and used by the unit and its subordinate units adequate to meet their mission requirements? (Management item)			
b.	If the unit uses and/or occupies DOD real property has the Corps of Engineers granted a valid license/permit? (Para. 1.a)			
(1)	Is a copy on file?			
(2)	Has a copy been sent to CAWG/LG?			
c.	If the unit uses and/or occupies real property owned by either the state, local government agencies, or private owners, has a lease and landlord's agreement been negotiated? (Para. 3)			
(1)	Is a copy on file?			
(2)	Has a copy been sent to the CAWG/LG?			
(3)	Was the lease reviewed by an authorized CAWG/JAD and signed by the wing commander? (Para. 3.a and CAWGM 11-1 Para. 12-7)			

Logistics

ITEM	DESCRIPTION	YES	NO	REMARKS
4.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports, including backup material maintained by the LG IAW CAPR 10-2, Atch.4?			
b.	Are logistics records cut off, screened and disposed of or retained as required? (Rule 10)			
5.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A17-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit maintenance officer (LGM) been appointed in writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Are the only duty assignments the LGM holds at either the group or subordinate unit level that of LG, LGM, LGS, or LGT of this unit? (Management item)			
d.	Is the LGM familiar with CAPP 206, all CAP directives in the 66 series, FAR 43, 45 and 91, Federal Advisory Circulars 20-5, 20-35, 39-7, 43-9, 43-12, and 61-9, and CAWGM 11-1? (Part III)			
e.	Has the LGM completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the LGM maintain a current roster of subordinate unit LGMs? (Management item)			
g.	Is the LGM monitoring subordinate units to ensure that unit LGMs are familiar with CAPP 206, all CAP directives in the 66 series, FAR 43, 45 and 91, Federal Advisory Circulars 20-35, 20-5, 39-7, 43-9, 43-12, 61-9, and CAWGM 11-1? (Management item)			
2.	Aircraft Management: (CAPR 66-1)			
a.	Do all Corporate aircraft licensed for flight have CAP restrictive placards placed conspicuously in the front cockpit? (Para. 6)			
b.	Are all Corporate aircraft properly marked and painted? (Para. 7.a & b and FAR Part 45)			
c.	Are 100 hour and annual inspections performed and properly recorded in the aircraft engine and airframe logbook? (Para. 8)			
d.	Are 100 hour and annual inspections performed timely? (Para. 8)			
e.	Are any discrepancies found during inspections promptly corrected? (Para. 8)			
f.	Has the ELT battery been checked and changed as required? Is the replacement date reflected in the aircraft logbook? (FAR Part 91.52)			
g.	Are VOR checks (every 30 days) reflected in the logbook for all IFR rated aircraft? (FAR Part 91.52)			
h.	Are pitot static system, altimeter, and transponder checks made every two years and annotated in the aircraft logbook for IFR rated aircraft? (FAR Part 91.17 and 91.172)			
i.	Is the seat slippage warning placard posted in all Cessna aircraft? (Para. 6)			
j.	Are Corporate aircraft equipped with shoulder harnesses? (Para. 10.a & c)			
k.	Have modified seat rail kits been installed on all Cessna aircraft subject to airworthiness directives about this defect? (Para. 12.a)			
l.	Are Corporate aircraft equipped with a fire extinguisher? (Para. 13)			

Unit Inspected: _____

A18-1

Maintenance

ITEM	DESCRIPTION	YES	NO	REMARKS				
3.	Aircraft Maintenance: (CAPR 66-1)							
a.	Does the LGM supervise and coordinate all aircraft maintenance? (Management item)							
b.	Is adequate preventive maintenance performed by users, operators, or personnel specifically assigned to maintain Corporate aircraft? (Para. 9)							
c.	Are oil and oil filter changes performed in accordance with engine manufacturer's recommendations and entered in the engine logbooks? (Para. 9.a)							
d.	Are maintenance records stored and maintained IAW FAR's? (Para. 5)							
4.	Financial Accounting: (CAPR 66-1)							
a.	Are flying-hour charges sufficient to cover all maintenance costs (except organizational) and for building up funds for purchasing replacement aircraft? (Para. 15.a)							
b.	Are flying rates established by aircraft type for various categories of missions? (Para. 15.b)							
c.	Are accurate records of aircraft engine hours maintained, by mission category, and submitted to CAWG/CAP monthly? (Para. 14.b)							
5.	Storage and Mooring: (CAPR 66-1)							
a.	Is all tie-down equipment used on Corporate aircraft inspected not later than 30 June of each year? (Required of <u>all</u> aircraft) (Para. 16)							
b.	Has the unit submitted CAWGF 66, certifying accomplishment of the annual tie-down inspection? (Para. 16 & CAWGM 11-1, Para. 11-16)							
c.	Is the report maintained until superseded by the next annual inspection? (Para. 16)							
d.	Are aircraft which are parked outside tied down securely and checked, to prevent wind damage? (Para. 16)							
e.	Do tie-down anchors and tie-down restraining devices meet minimum requirements? (Atchs 2 & 3)							
6.	Maintenance of Current Records and Directives: (CAPR 10-2)							
a.	Are unit reports including backup material maintained for a period of one year? (Atch 4)							
b.	Are maintenance records cut off, screened and disposed of appropriately? (Rule 10)							
7.	Total Number of Questions Answered:							
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)								

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A18-2

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1 Part II)			
a.	Has a unit supply officer been appointed in writing? (CAPR 35-1 Para. 3, CAPR 67-1 Para. 2-1.e)			
b.	Is a copy of the personnel authorization filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Are the only duty assignments the supply officer holds at either the group or subordinate unit level that of logistics officer, maintenance officer, supply officer or transportation officer of this unit? (Management item)			
d.	Is the supply officer familiar with the CAPP 206 and all CAP directives in the 67 series, plus CAWGM 11-1?			
e.	Has the supply officer completed Level I/CPPT training and enrolled in or completed the appropriate specialty track training? (CAPR 35-1 Para. 2.a & b)			
f.	Does the supply officer maintain a current roster of subordinate unit supply officers? (Management item)			
g.	Is the supply officer monitoring subordinate units to ensure that unit supply officers are familiar with CAPP 206 and all CAP directives in the 67 series, plus CAWGM 11-1? (Management item)			
2.	Management: (CAPR 67-1)			
a.	Is corporate property being managed and preserved for its intended purposes? (Para. 1-3)			
b.	Is action taken to recover property being used for other than CAP program activities? (Para. 1-3)			
c.	Is DOD property being kept for at least one year before disposal action? (Para. 1-4(a) Note)			
3.	Mandatory Files: (CAPR 67-1)			
a.	Have the following mandatory files been established to maintain accountability of CAP property: (Para. 2-1.a through 2-1.e respectively)			
(1)	Property Document Register? (Para. 2-1.a)			
(2)	Non-expendable Property File? (Para. 2-1.b)			
(3)	Expendable Receipt File? (Para. 2-1.c(1))			
(4)	Expendable Issue File? (Para. 2-1.c(2))			
(5)	Expendable Disposal File? (Para. 2-1.c(3))			
(6)	Unit Requirement List? (Para. 2-1.d)			
(7)	Supply Officer Appointment file? (Para. 2-1.e)			
b.	Is CAPF 38 being used to record all transactions? (Para. 2-1.a & 3-3.a)			
c.	Is only one CAPF 38 being used? (Para. 2-1.a & 3-3.a)			
d.	Is a current, signed copy of the unit's annual inventory (CAP-RCS-S3) filed in the non-expendable property file? (Para. 2-1.b)			
e.	When expendable property is received, is a copy of the receiving document (CAPF 37) filed in the Expendable Receipt File? (Para. 2-1.c(1))			
f.	Are the CAPFs 37 & 111 used to issue expendable property to individuals and/or subordinate units filed in the Expendable Issue File? (Para. 2-1.c(2))			

Unit Inspected: _____

A19-1

Supply

ITEM	DESCRIPTION	YES	NO	REMARKS
g.	Are the CAPFs 37 & 111 used to transfer and/or turn in expendable property filed in the Expendable Issue File? (Para. 2-1c(2))			
h.	Are CAPF 37s and the supporting documentation related to the disposal of expendable property filed in the Expendable Disposal File? (Para. 2-1c(3))			
i.	Is a current copy of the units' requirement list in the file? (Para. 2-1d)			
j.	Are current copies of the unit requirement lists of subordinate units in the file? (Para. 2-1d)			
k.	Are copies of all LGS appointments in the unit and its subordinate units filed in the Supply Officer Appointment Folder? (Para. 2-1e)			
4.	Optional Files: (CAPR 67-1)			
a.	Are separate "Individual Issue Folders" established when individuals are issued non-expendable property? (Para. 2-3a)			
b.	For property on loan to DOD, state, or local government is a "Loan of Property Folder" maintained for filing of issue CAPF 37? (Para. 2-3b)			
c.	Is a "Property Repair File" maintained for the filing of receipts obtained from repair facilities for expendable and non-expendable property removed from the unit for repair? (Para 2-3c)			
5.	Property Accountability: (CAPR 67-1)			
a.	Is the "Transfer of Property Responsibility" statement being prepared whenever a change of LGS occurs? (Para. 2-1f; Atch. 6)			
b.	Is CAPF 37 used to record all non-expendable property transactions? (Par 3-3b)			
c.	Is CAPF 111 used only to record expendable issues to the immediate members of the unit? (Para. 3-3c)			
d.	Is CAPF 37 used to issue expendable property to non-unit members? (Par 3-3c)			
e.	Are document numbers properly constructed and assigned to each transaction? (Para. 3-4)			
f.	Do requests for non-expendable property from the unit and its subordinate units to CAWG contain justification for the requests? (Para. 3-5)			
6.	Issue Procedures: (CAPR 67-1)			
a.	Are non-expendable issues to individuals approved by the CC or CD? (Para. 3-7c)			
b.	Are non-expendable issues to individuals being evaluated annually during the month of April? (Para. 3-7d)			
c.	Is CAPF 37 used to transfer non-expendable and expendable property to other units? (Para. 3-7a and 3-7b)			
d.	Is CAPF 37 used to return property to CAWG? (Para. 3-9)			
7.	Annual Inventory: (CAPR 67-1)			
a.	Are the unit and subordinate unit inventories (CAP-RCS-A-S3) properly validated and signed by the CC/LGS prior to submission to CAWG? (Para. 3-11.d)			
b.	Are all non-expendable property items listed on the inventory? (Para. 3-11)			

Supply

ITEM	DESCRIPTION	YES	NO	REMARKS
c.	Are all non-expendable property items accounted for? (Para. 3-11)			
d.	Are CAPFs 37 being used to support all quantity changes to the inventory (S-3), such as additions, deletions, or transfers? (Para. 3-11e. f, and Note 1)			
8.	Property Disposal: (CAPR 67-1)			
a.	Is the disposition of all property (expendable and non-expendable) being documented on CAPF 37? (Para. 4-2a)			
b.	Has the unit and its subordinate units reported all expendable and non-expendable property that is no longer required to CAWG for possible redistribution? (Par. 4-1a)			
c.	Has the unit and its subordinate units reported all lost, stolen, damaged or destroyed property to CAWG/CC? (Para. 4-5a(1))			
9.	Other Supply Procedures: (CAPR 67-1)			
a.	Is all CAP property safely stored and protected from the elements to prevent deterioration? (Para. 5-7)			
b.	Are gasoline, oil, paint, and other flammable items stored in separate, outside facilities? (Para. 5-7)			
c.	Is the proper clearance being maintained from all light and heating fixtures? (Para. 5-7)			
10.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are supply records cut off, screened and disposed of or retained as required? (Rule 10)			
11.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____ A19-3

Supply

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Unit Inspected: _____

A19-4

Transportation

Name of individual interviewed: _____

ITEM	DESCRIPTION	YES	NO	REMARKS
1.	Staffing: (CAPM 20-1)			
a.	Has a unit transportation officer (LGT) been appointed In writing? (CAPR 35-1 Para. 3)			
b.	Is a copy of the personnel authorization filed in the member's personnel file? (CAPR 35-1 Para. 3)			
c.	Are the only duty assignments the LGT holds at either the group or subordinate unit level that of LG, LGM, or LGS of this unit? (Management item)			
d.	Is the LGT familiar with all CAP directives in the 76, 77, and 900 series, plus CAWGM 11-1? (Part III)			
e.	Has the LGT completed Level I/CPPT training and enrolled in or completed the appropriate Level II specialty track? (CAPR 35-1, Para.. 2a & b)			
f.	Does the LGT maintain a current roster of subordinate unit LGTs? (Management item)			
g.	Is the LGT monitoring subordinate units to ensure that unit LGTs are familiar with all CAP directives in the 76, 77, and 900 series and CAWGM 11-1? (Management item)			
2.	General: (CAPR 77-1)			
a.	Are any corporate-owned vehicles assigned to the unit or its subordinate units?			
b.	Is a Vehicle Records Folder maintained for each vehicle? (Para. 2)			
c.	Are all vehicles registered in the name of "Civil Air Patrol, Inc."? (Para. 3 and CAWG SUP1, Para. 1)			
d.	Do all vehicle operators possess a current CAPF 75 (operator's permit) in addition to a valid state drivers license? (Para. 4a(2))			
e.	Have procedures been established to ensure drivers are qualified to operate special purpose vehicles prior to issuance of CAPF75? (CAWG SUP1, CAPR 77-1, Para. 4)			
f.	Has a method been devised to check out drivers of special purpose vehicles before permits are issued?			
g.	Have procedures been established to ensure that only persons directly involved in CAP activities are carried as passengers in CAP vehicles? (Para. 5d)			
h.	Are controls in effect to prevent unauthorized or improper use of vehicles? (Para. 6a(3))			
i.	Does the CC/LGT ensure that CAP vehicles are not used by other public agencies without the approval of CAWG/CC? (Para. 6a(2))			
j.	Are vehicles given a safety check prior to dispatch? (Para. 7a)			
k.	Are seat belts and shoulder harnesses properly installed in all vehicles? (Para. 7b)			
l.	Do the unit CC and LGT ensure that all personnel utilize seat belts when in CAP vehicles? (Para. 7b)			
m.	Do the vehicle operators ensure that adequate corrective and preventive maintenance is performed in a timely manner? (Para. 8b)			

Unit Inspected: _____

A20-1

Transportation

ITEM	DESCRIPTION	YES	NO	REMARKS
n.	Do the CC and LGT ensure that the wing policy pertaining to the authorization, documentation, and funding of vehicle repairs is complied with? (CAWG SUP1, CAPR 77-1, Para. 10)			
o.	Have all exterior markings related to the previous ownership of the vehicle(s) been removed? (Para. 9a)			
p.	Have all vehicles been properly marked, identified, and painted? (Para. 9)			
q.	Does the appearance of the vehicle(s) reflect credit upon CAP (Para. 9a)			
r.	Are CAP seals used on the vehicle(s)? (Para. 9b and CAWG SUP1, CAPR 77-1, Para. 12)			
s.	Was an annual vehicle safety inspection performed on all CAP vehicles before 30 June by the unit LGT? (Atch. 4)			
t.	Is a copy of the annual vehicle safety inspection in the vehicle record file pertaining to the vehicle? (Atch. 4)			
u.	Does the unit CC and LGT ensure that the CAP Corporate Seal Is NOT used on any privately owned vehicles except as permitted? (CAWG Supp. 1, CAPR 77-1, Para. 12)			
3.	Maintenance of Current Records and Directives: (CAPR 10-2)			
a.	Are unit reports, including backup material maintained by the LGT for a period of two years? (Atch. 4)			
b.	Are transportation records cut off, screened and disposed of or retained as required? (Rule 10)			
4.	Total Number of Questions Answered:			
FINDINGS: (Summarize comments/remarks noted above and all other items considered outstanding or less than satisfactory)				

Inspector: _____ Signature: _____ Date: _____

Unit Inspected: _____

A20-2